eSTART
State of Alabama

1. On the screen, touch **Punch**.

2. When prompted, enter your badge number. Then select **Enter.**

    a. If the punch is successful, the indicator light will display green and an **Accepted** message displays.

    b. If the punch is rejected, the indicator light will display red and a **Rejected** message displays.

Badge Slot/ Proximity Reader (not used)

Indicator Light

Soft Keys

Navigation Keys

How to Use Soft Keys

You may perform other functions from the clock. You may request time off or view information, such as your schedule, timecard, inbox or accrual balances.

1. On the screen, touch the soft key that you want to use. Based on the soft key selected, you may be prompted to enter or accept information.

2. To enter information, follow the instructions on the InTouch® DX screen. To accept information, enter your Employee ID number when prompted.

How to Use Navigation Keys

1. From the clock face, use the Home key to return to the home screen after completing a function.

2. The menu key (three bars) is used to enter Maintenance Mode or Clean Touchscreen mode (managers only).